

Form EPP9.2.2
Project Application

INDUSTRIAL ENERGY EFFICIENCY FUND LOAN APPLICATION

Thank you for your interest in the Industrial Energy Efficiency Fund, a zero-interest loan designed to encourage businesses to improve the energy efficiency of their plants.

You should have received this application from the Indiana Department of Commerce, Energy Policy Division (IDOC-EPD). Unsolicited applications will not be accepted.

To be considered in the current round of funding, this application must be received at the Indiana Department of Commerce by ____/____/____.

Due to the limited amount of funds available, submission of an application does not guarantee funding.

Before beginning the application, please read the Program Guidelines (pages 2-3) carefully. These guidelines describe the criteria used to evaluate applications and explain the loan approval process. Please contact the Energy Policy Division if you need assistance in completing the application.

The following are required in order for your application to be considered:

- 1) A company representative has spoken with Department of Commerce, Energy Policy Division staff;
- 2) The company has submitted a pre-proposal to the Department of Commerce, Energy Policy Division staff;
- 3) Included with this application are copies of cover sheets of all required environmental permits;
- 4) Included with this application are copies of all required financial documents.

Please complete **all sections of this application** and return the original and six double-sided copies to the following:

Indiana Department of Commerce
Energy Policy Division
One North Capitol, Suite 700
Indianapolis, IN 46204
(317)232-8940
fax: (317)232-8995

INDUSTRIAL ENERGY EFFICIENCY FUND LOAN GUIDELINES

These guidelines should be read carefully when applying for an Industrial Energy Efficiency Fund (IEEF) loan. The guidelines describe preferred projects, the loan approval process, and the criteria used to evaluate applications.

I. Eligible Applicants

Any manufacturing firm willing to increase its energy efficiency in the State of Indiana will be considered. However, existing Indiana businesses are preferred.

II. Eligible Expenses

IEEF loans may fund 50 percent of the purchase and installation costs of new energy-efficient equipment, or the energy-efficient retrofit of existing equipment. Only costs incurred after the execution of a loan agreement are eligible for funding.

III. Amount of Funds

Loans are available up to \$250,000, or 50 percent of eligible costs, whichever is less. A company may seek funds from only one Energy Policy Division program at a time.

IV. Loan Terms

Loans are available at zero percent interest. Repayment terms will be tied to the project's energy savings. The maximum loan term will be seven years.

V. Financial History

Applicants must submit the following financial information: cash flow statements, income statements, and balance sheets for the past three years and projected for the next three years.

VI. Environmental Compliance

All applicants are expected to be in compliance with applicable state, federal, and local environmental laws. Copies of the cover sheet of all applicable permits must be provided, as well as a description of any new permits required. Problems with environmental compliance may result in the rejection of an application.

VII. Energy Efficiency

The goal of the IEEF is to increase the energy efficiency of Indiana industry. Calculations supporting the project's energy efficiency must be provided in the application. Applicants are encouraged to attach manufacturer's literature or other material as evidence of equipment energy efficiency. Successful applicants will be required to submit a summary of utility bills from the years prior to and following equipment installation to demonstrate that equipment upgrades did result in increased energy efficiency. Those proposals showing the shortest payback periods for investments will be preferred.

VIII. Economic Development Goals

Projects that contribute to State economic development goals will be favored. These goals include job creation, worker training, and increased productivity and competitiveness of the applicant's facility. Those companies with higher average wage levels than the county average will be preferred.

IX. Application Process

Interested companies must contact the Energy Policy Division to obtain guidelines for pre-proposal. After receiving the two page pre-proposal the Division will discuss the project with those interested, to determine if an application should be submitted. Unsolicited applications will not be accepted. Application forms are available on disk in most popular word processing formats. Energy Policy Division encourages electronic applications.

X. Loan Approval

The Energy Policy Division administers the IEEF and will review all applications. The Division will make recommendations for funding to the Recycling and Energy Development Board (REDB). The REDB makes final funding decisions at its quarterly meetings, typically held in February, May, August, and November. Applicants selected for recommendations to the REDB must attend the meeting to present their projects.

XI. Application Deadlines

Applications are due to the Energy Policy Division six weeks before each quarterly REDB meeting. Applicants should contact the Division prior to submitting an application, to determine the exact due date.

XII. Confidential Information

To the extent feasible and permissible by law, the Indiana Department of Commerce (IDOC) will honor an applicant's request that confidential information submitted to IDOC remain confidential. The IDOC will treat information as confidential only if: (i) the information is in fact protected confidential information such as trade secrets or privileged or confidential commercial or financial information, (ii) the information is specifically marked or identified as confidential by the applicant, (iii) the information is segregated and placed in a separate appendix to the application, and (iv) no disclosure of the information is required by law or judicial order. If the application results in a loan, the honoring of confidentiality of identified data shall not limit IDOC's right to disclose the details and results of the project to the public.

In addition to the information required in the application, the Energy Policy Division may request additional information to assist in the evaluation of the application.

INDUSTRIAL ENERGY EFFICIENCY FUND PROGRAM

INDIANA DEPARTMENT OF COMMERCE

Energy Policy Division

One North Capitol Avenue, Suite 700

Indianapolis, IN 46204-2288

Phone: (317) 232-8940

FAX: (317) 232-8995

*This application intended only for receiving company or individual.
Unsolicited applications will not be accepted.*

DATE: Postmarked _____ Received _____ Project ID.: _____

INDUSTRIAL ENERGY EFFICIENCY FUND (IEEF) APPLICATION

(Please type this application. Include additional information on separate sheets where required)

Parent Company: _____		Federal ID #: _____	
Address: _____		SIC Code: _____	
City: _____	State: _____	Zip Code: _____	
Project Manager /Title: _____			
Project Street Address: _____			
City: _____	County: _____	Zip: _____	
Phone #: _____		Fax #: _____	
Authorized Official: _____		Title: _____	
Phone #: _____		Fax #: _____	
Located in Urban Enterprise Zone:	_____ Yes	_____ No	
51% or More: Minority Owned:	_____ Yes	_____ No	
Woman Owned:	_____ Yes	_____ No	

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Application for financial assistance under the Industrial Energy Efficiency Fund (IEEF) involves several steps. Completion of this application should only occur after a project proposal letter has been approved by the Department of Commerce, Energy Policy Division (EPD). Unsolicited applications will not be reviewed. The IEEF program guidelines (pages 2-3) contain information on eligible applicants, projects and project costs. Information on the application and review process and loan procedures is also included. The guidelines should be read carefully in conjunction with the preparation of the application.

- **Company Information:**

1. Describe the products made or services provided by the company:

2. Describe additional information about the company, including market share, size and location of facilities, and how this project will affect the competitiveness of the company:

- **Employment**

1. Current number of employees for affected company:_____
2. Number of employees for affected company one year ago:_____
3. Current number of employees for parent company:_____
4. Average hourly wage for current employees, including administrative and executive positions (w/o fringes):

5. Projected number of new employees to be hired:_____

6. Average hourly wages for new employees hired: _____
7. Projected number of employees to be trained/retrained: _____

• **Project Information**

1. Are you (check one):
 a. purchasing new equipment _____
 b. converting existing equipment _____
2. Is the project for which you are seeking financial assistance part of a larger project?
 If so, please describe the larger project:

3. Please describe the project that will result in the energy savings and how it fits into any larger project:

4. Please complete the following table for each piece of equipment or group of similar equipment:

(Attach additional pages, if necessary)

Expenditure Items	Current/Old Equipment	Proposed Equipment
Name/Description of Equipment (include make and model, if known)		
Capital Cost of Equipment	\$	\$
Equipment Installation Costs		\$
Yearly Maintenance Costs	\$	\$
Depreciation (years)		
Useful Life of Equipment (years)		

Annual Energy Costs for Equipment	\$	\$
Average Equipment Production per year (i.e. number of units produced/year)		

5. Briefly describe how the equipment will be used:

6. Explain how you have determined that this equipment is energy efficient. Applicants should show calculations used, or attach literature from manufacturers describing the energy efficiency of the equipment:

7. Do you plan to hire Indiana workers to install the equipment? yes_____no____

8. What amount of energy cost savings do you anticipate annually?
\$ _____

9. What total amount of energy savings do you anticipate?
_____BTU's
(If measurement other than BTU is used, please attach explanation.)

10. Will any waste materials be eliminated as a result of this project? _____ Yes ___ No

Describe waste stream: _____

Amount before project: _____ After project: _____

11. What is the payback period you estimate for the equipment? _____ (years)
(Payback period can be determined by dividing equipment cost by annual energy savings)

12. Date you expect to order equipment: _____/_____/_____

Date you expect to install equipment: _____/_____/_____

Date you expect to begin paying vendor for equipment: _____/_____/_____

• **Budget Information**

Please identify below the costs associated with the project that results in energy cost savings and (if applicable) the larger project. The energy efficiency project costs are those costs that must be incurred to realize energy savings. Include the energy saving project costs in the overall project costs.

	Energy Efficiency Project	Overall Project
1. Total cost of project:	\$ _____	_____
a. equipment costs:	\$ _____	_____
b. Installation costs:	\$ _____	_____
c. other costs:	\$ _____	_____
2. Project sources of funds:		
a. amount of IEEF request:	\$ _____	_____
b. company equity:	\$ _____	_____
c. other sources of funds	\$ _____	_____

3. a. Describe all other sources of funding for the project, and the amount of funds from each source:

Source: _____ Amount: \$ _____

Source: _____ Amount: \$ _____

Source: _____ Amount: \$ _____

- b. Attach letters of commitment from all sources of funding.

IMPORTANT NOTE:

Only costs incurred after the execution of the loan agreement are eligible for funding. Costs incurred prior to the execution of the loan agreement are ineligible for funding and cannot be included in the eligible costs of the project from which the maximum loan amount is determined.

• **Financial Information**

1. Business Plan: A description of risk factors, product demand, competition, future opportunities, industry changes, obsolescence, and economic trends:

2. Company sales for last year: \$_____

3. List major customers, their locations, and estimated annual gross sales of the company to those customers:

Customer	Location	Annual Sales

4. Provide the following Applicant / Borrower's Financial Information. Loan requests without the following information will not be reviewed.

- Applicant's Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement, and Notes to the Financial Statements) for each of the preceding three (3) fiscal years.
- Parent Company's Combined Financial Statements for each of the preceding three (3) fiscal years if the Borrower is a subsidiary.
- Borrower's and Parent Company's current Financial Statements.

- Borrower's and Parent Company's complete Federal Income Tax Returns for the preceding three (3) fiscal years.
- Borrower's and Parent Company's Projected Financial Statements for the next three (3) fiscal years accompanied by a detailed explanation of the assumptions.
- Identification and explanation of the relationships between the Borrower and all Affiliates and Parent Company.
- Lease information (other equipment, building, auto, etc)
- Lender's proposal letter, detailing all terms for the proposed financing of the entire project (Commitment Letter).
- Lender's Credit Analysis of Borrower.
- Resumes or professional profiles of all principals of the Borrower, and Parent Company if applicable, as Guarantors for the loan.
- Current Personal Financial Statements for all Guarantors.
- Guarantor's complete Federal Income Tax Returns for the preceding three (3) years.

Staff may request other information in addition to the items listed above. Timely submission of requested documents will help to prevent delays in the process of evaluating the request.

- **Permits**

It is the responsibility of the applicant to comply with all applicable, local, state and federal laws and regulations, and to obtain all required permits for the operation of the project. **All permitting must be in place before REDB approved funding will be provided by the Indiana Department of Commerce.**

1. Provide a list of all federal, state and local permits, licenses, authorizations, etc. required for the construction and operation of the project and their current status. Also provide an anticipated timeline for submitting and receiving permits. Include applicable local zoning ordinances:

2. If the company is an existing business, identify types of permits and permit numbers that the company has with the Indiana Department of Environmental Management:____

3. Describe any projected environmental impact(s) from the project:

• **Applicant Disclosure**

Please answer the following (explain all yes responses on a separate page):

1. Is the company presently involved in any litigation that would have a material adverse effect on the company's and/or principals' financial condition? _____ Yes _____ No
2. Has the company or its affiliates ever been involved in bankruptcy, creditor's rights, or receivership proceedings or sought protection from creditors? _____ Yes _____ No
3. Has any member of the management or the company (Board of Directors, etc.), been convicted of any felony? _____ Yes _____ No
4. Has the company or any member of the management been under indictment or investigation by a public agency for a violation of a state or federal statute? _____ Yes _____ No
5. Is the company currently out of compliance with any local, state and federal permits and zoning requirements, and has the company been cited for a violation in the past two years? _____ Yes _____ No

CERTIFICATION:

I attest that, to the best of my knowledge all information provided in this application and in conjunction with this application is factual.

Authorized Official (Signature)

Project Manager (Signature)

Name

Name

Title

Date

Title

Date

NOTE ON CONFIDENTIALITY OF INFORMATION

To the extent feasible and permissible by law, the Indiana Department of Commerce (IDOC) will honor an applicant's request that confidential information submitted to the IDOC remain confidential. The IDOC will treat the information as confidential only if: (1) the information is in fact protected confidential information such as trade secrets or privileged or confidential commercial or financial information, (2) the information is specifically marked and identified as confidential by the applicant, (3) the information is segregated and placed in a separate appendix to the application, and (iv) no disclosure of the information is required by law or judicial order. If the application results in a grant or loan, the honoring of the confidentiality of identified data shall not limit the IDOC's right to disclose the details and results of the economic development project to the public.

**Each and every page containing proprietary data must be clearly identified and marked
CONFIDENTIAL.**

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